

## HOW TO OBTAIN A U.S. GOVERNMENT DRIVER'S LICENSE (GOV) (OF346)

1. The minimum age to apply for a basic GOV license is 18.  
The minimum age to apply for a GOV license for trucks and/or buses is 21.
2. Appointments must be made with the USAG BENELUX DTS, Building 220, Room 108A, prior to be enrolled in the class.
3. Applicants must report with following documents in their possession: (based on individual availability)

- a. A current SHAPE ID card;
- b. A current SHAPE driver's license;
- c. A valid US, Canadian/USAREUR/USAFE/AFCENT/SETAF/foreign driver's license;
- d. An old GOV driver's license (issued at previous unit);
- e. An original driving record (DA Form 348 or ulls copy).

In addition to a. through e. above, host nation civilians and U.S. civilians are required to provide the USAG BENELUX DTS with either **a certificate of assignment**, or **a CPAC contract** as well as a **memorandum signed by the supervisor**, justifying the job requirement to obtain a U.S. military driver's license (OF 346).

4. Applicants will be enrolled in a **two hours mandatory GOV driver's orientation** course which will be held at Education Center located in Building 212, Room 118. Classes will be offered in both English and French upon request.
5. In addition to the GOV orientation, applicants will:
  - a. Retake both written tests if the driving record shows more than two parking tickets, a moving violation or an at-fault POV traffic accident within the last twelve months from the date of application for the OF 346;
  - b. Take physical tests (hearing and eye screening) with the occupational health, SHAPE Healthcare Facility; WING A, Room 1.A.112, DSN 423-5839 for appointment.
  - c. Take a foot reaction test with the DTS Instructor;
  - d. Take a driver's performance test on the vehicles that they need/want to be licensed on.
6. After successful completion of all of the above, applicants will be issued an OF 346 (U.S. Government Motor Vehicle Operator's Qualification Card) which will last **for five years for service members and up to the work contract date for civilians (assignment)**.

7. The USAG BENELUX DTS will construct a driving record (DA Form 348) and will maintain it current during the applicant's assignment in Belgium. Records will be returned to members upon PCS/ETS from the service or retirement.
8. Prior to receiving the OF 346, applicants will sign a **"GOV rules of operations"** containing driver's responsibilities. An extra copy of the memorandum will be furnished to drivers upon request.
9. The USAG BENELUX Commander will revoke or suspend military driver licenses or learner's permits when an individual's State or Host Nation license is revoked or suspended.

**Notes:**

**(1) For in experimented drivers, driver's performance training may be completed with DTS. DTS will then issue a learner's permit which will last for 90 days. It will be the responsibility of the driver to terminate training and pass the performance test before expiration of the learner's permit term. If necessary, a second learner's permit will be issued by DTS to continue the training.**

**(2) A road test is required for all personnel desiring to obtain a GOV license (light and heavy). The basic road test is conducted with a nine PAX Dodge Ram van, equipped with dual pedals. All customers are highly encouraged to complete the road test immediately after the GOV orientation in order to give them greater flexibility to perform future missions.**

**(3) Local National employees will possess a HN license for the class of vehicle they will operate. However, LN employees do not need to prove a civilian license to receive an OF 346, if their only job is operating materials handling equipment (MHE). The OF 346 will then be over stamped with "Not Valid on Public Roads and Highways".**

**(4) Only OF 346 issued by the USAG BENELUX Drivers Testing Station will be accepted by the USAG BENELUX Transportation Motor Pool Dispatching for operation of U.S. Government vehicles (tactical/non-tactical).**

**(5) An operator will retain his/her OF 346 upon transfer to a new assignment. Reassigned personnel to USAG BENELUX will receive a diagnostic operator performance test which will be annotated on both the OF 346 and the driving records.**

**(6) All newly assigned or visiting drivers to USAG BENELUX will be instructed in local regulations and operating procedures, before operating vehicles and will be issued an OF 346 in country.**

**(7) OF 346 only allows operation/handling of vehicles/equipment listed on it.**

**(8) TDY personnel may dispatch GOV through the USAG BENELUX TMP for vehicles listed on their license (OF 346) only (TDY order required), provided they have been instructed on the Belgian driving rules and local operating procedures.**

**(9) Service members GOV license will be valid for a period of five years. Government service members (civilians) GOV license will be valid up to the term of the certificate of assignment. HN GOV license will be valid to the end of their employment contract.**

**(10) Military personnel, upon separation from the Military service, may retain their OF 346, provided the words “NOT VALID, SEPARATED FROM SERVICE” are over stamped on the license and annotation is made on their driving records (DA Form 348).**

**(11) Civilian personnel will surrender their OF 346 upon separation from DOD.**

**(12) There is no fee for a military driver’s license.**

## **HOW TO OBTAIN A U.S. GOVERNMENT DRIVER’S LICENSE (GOV) FOR A CATEGORY “A” AND/OR “B” VEHICLE**

1. Applicants must be in possession of a regular GOV driver’s license issued by the USAG BENELUX Drivers Testing Station. For procedures, see section 5 of this external SOP.

2. Applicants will sign up to attend the **40 hours USAREUR ANTI-TERRORISM-EVASIVE-DRIVING-COURSE**, held at Vaihingen, Germany upon request.

3. Applicants may substitute the USAREUR training by attending one of the States training and providing DTS with a current certificate:

**a. F.L.E.T.C., Washington DC, USA;**

**b. Bill Scott Racway, VA, USA.**

4. After successful attendance to one of the course above, applicants will provide the USAG BENELUX DTS with **a copy of the certificate**, which will be maintained in operator’s driving record.

5. Applicants will take a driver’s performance test with the USAG BENELUX DTS road instructor on category “A” (hard car) and/or category “B” (chase car) vehicle whichever is required and available.

6. After successful completion of the road performance test, both the OF 346 and the driving record (DA Form 348) will be updated by the USAG BENELUX DTS.

### **PHYSICAL EVALUATION MEASURES:**

The physical evaluation measures consist in a series of physical tests using a standard device to evaluate an applicant's physical qualifications or limitations and to provide a basis for counseling and guidance by Commanders or supervisors.

Those physical tests are divided in 3 different types of tests:

#### 1. Eye screening:

a. The eye screening is a mandatory physical test portion of the GOV licensing program.

b. Prior to be scheduled for the driver's performance test, applicants must make an appointment with the SHAPE Healthcare Facility to have an eye check (DSN 423-5839), POC Mr. Fred Descamps.

c. The eye check consists as follows:

- (1) Left acuity;
- (2) Right acuity;
- (3) Field of vision;
- (4) Depth perception;
- (5) Color blind test.

d. Occupational Health will provide applicants with a passing or failing certificate, which will be turned in to DTS ASAP.

e. After successful completion of all of the above, applicants will be signed up for the driver's performance test, based on availability of DTS schedule but within the next two weeks.

f. Waiver to the eye examination can be granted by the USAG BENELUX DTS manager, if applicants may show proof of prior similar eye testing recorded on their driving record within the year.

#### 2. Hearing test:

a. Hearing test is a mandatory physical test portion of the GOV licensing program.

b. Prior to be scheduled for the driver's performance test, applicants must make an appointment with the SHAPE Healthcare Facility to have a hearing test (DSN 423-5839), POC Mr. Fred Descamps.

- c. The hearing test consists of a complete audiometric test performed on both ears.
- d. Occupational Health will provide applicants with a passing or failing certificate, which will be turned in to DTS ASAP.
- e. After successful completion of all of the above, applicants will be signed up for the driver's performance test, based on availability of DTS schedule but within the next two weeks.
- f. Waiver to the hearing test can be granted by the USAG BENELUX DTS manager, if applicants may show proof of prior similar hearing test recorded on their driving record within the year.

### 3. Foot reaction test:

- a. The reaction test is a mandatory physical test portion of the GOV licensing program.
- b. Prior to be scheduled for the driver's performance test, the 80ASG DTS will check applicant's reacting timing. Test will be scored and recorded on the applicant's driving records.
- c. After successful completion of the test, applicants will be signed up for the driver's performance test based on availability of DTS schedule but within the next two weeks.
- d. Waiver to this test can be granted by the USAG BENELUX DTS manager if applicants may show proof of prior similar test recorded on their driving record within the year.

### Notes:

**(1) A driver's applicant with any medical (pathological, psychological, or physiological) restrictions that would limit his or her ability to operate vehicles or equipment will report these restrictions to his/her Commander or supervisor. The Commander or supervisor will have the responsibility to verify this information with appropriate medical personnel. Such restrictions will then be annotated on both the OF 346 and the driving records.**

**(2) License applicants who fail any portion of the physical evaluation measures will be evaluated by appropriate medical authorities to determine if they are physically or mentally qualified for driving. Such personnel may be qualified to drive if, in the opinion of the medical authorities, weaknesses may be corrected or compensated for with counseling or other corrective measures prior to licensing.**

## **DRIVER'S PERFORMANCE TEST**

1. The driver's performance test on Belgian roads is a mandatory test portion of the GOV licensing program.
2. Applicants will be scheduled for the test after successful completion of all GOV licensing program steps, as listed on previous sections.
3. The road test will be performed for about one hour, which will include the Preventive Maintenance Checks and Services (PMCS), before, during and after, on the tested vehicle and the driving on roads in flow of traffic.
4. A driver's performance test sheet will be prepared by the DTS instructor upon termination of testing. **A minimum score of 85% will be required to pass the road test.**
5. Road test will not be performed if road or weather conditions present a hazard such as ice, snow, rain or blowing dust. Exception to this will be made when testing is specifically for driving under such conditions.
6. If the examinee becomes involved in a dangerous or unlawful moving traffic incident or accident, or does not respect DTS instructor directives, the test will be automatically terminated and the vehicle will be driven by the DTS instructor back to the SHAPE TMP.
7. After successful completion of the road test, applicants will be issued an OF 346, GOV Government driver's license. GOV license will be limited to vehicles for which the applicant was tested on.
8. If an applicant wants to upgrade his or her driver's license, he or she will put a request to the USAG BENELUX DTS. The DTS will make necessary coordination with TMP to be able to provide a road test on requested vehicle(s). The DTS will then contact the applicant and establish a time for the road test.

**Note: For safety reasons, no license will be automatically upgraded based on an old OF 346 or a driving record.**

## **HOW TO RENEW A U.S. GOVERNMENT DRIVER'S LICENSE**

Vehicle operator license may be renewed up to **90 days before the expiration date**. Renewals of OF 346 will be issued after examination of the operator's qualification record (DA Form 348) and medical profiles, administration of prescribed physical evaluation measures, and the operator performance test. Renewals of OF 346 may be

denied on the basis of accident records, traffic violations, and recommendations of medical officers or supervisors.

1. Licenses expired for more than 30 days.

a. Applicants will set up an appointment with the USAG BENELUX DTS to be **retested on international road signs and Belgian traffic laws**, IAW the USAG BENELUX Commander's policy. Retesting will be held at the Education Center located in building 212, room 118, possibly within the same week.

b. The applicants will also be required to attend a two-hour refresher mandatory PMCS orientation class.

c. Applicants will set up an appointment with the SHAPE Healthcare Facility for the physical evaluation measures (hearing and eye test), DSN 423-5839, POC Mr Fred Descamps.

d. Applicants will be road tested/checked ride on **the biggest vehicle/equipment listed on their OF 346**. The check ride will be conducted by the qualified DTS road examiner.

e. After successful completion of 1 through 4 above, the USAG BENELUX DTS will renew the OF 346 for **another term of five years for personnel in service and up to the contract for civilian employees**. The driving records will be updated reflecting the tests scores and applicants will be required to sign the driver's GOV rules of operation again.

2. Licenses expired for less than 30 days.

a. A waiver for the written tests will be given by the DTS Manager if the driving record does not show more than two parking tickets, or one moving violation or an at-fault POV traffic accident.

b. Applicants will be required to attend a two-hour refresher PMCS orientation class.

c. Classes will be offered at least twice a month on a regular basis and/or based on individual's request within two weeks. Classes will be held at the Education Center, located in building 212, room 118.

d. Applicants will set up an appointment with the SHAPE Healthcare Facility for the physical evaluation measures (hearing and eye test).

e. Applicants will be road tested/checked ride on the biggest vehicle/equipment listed on their OF 346. The check ride will be conducted by the qualified DTS road examiner.

f. After successful completion of 1 through 4 above, the USAG BENELUX DTS will renew the OF 346 for another term of five years for service members and up to the term of the certificate of assignment for civilians. The driving records will be updated reflecting the tests scores and applicants will be required to sign the driver's GOV rules of operation again.

**Note: It is the policy of the USAG BENELUX Commander to maintain safety at a high level under this area of Command.**

## **HOW TO OBTAIN A DUPLICATE U.S. GOV DRIVER'S LICENSE**

Issuance of a duplicate license to replace the lost or stolen one is authorized under following conditions:

1. If the OF 346 gets lost or damaged, drivers must immediately report to the traffic section located in the Main Building, SHAPE, or to the MP Station at Chievres to fill out a claim paper.
2. Police statement will then be turned to the USAG BENELUX DTS. Furthermore, applicants will be required to fill out a statement explaining the reason of non-availability of license, which will be kept in their driving record.
3. A new OF 346 will then be duplicated by the USAG BENELUX DTS.
4. Applicants will be required to sign a new "GOV rules of operation".
5. If the original license is found later on, drivers must immediately return the duplicated driver's license back to the USAG BENELUX DTS for cancellation process.

**Note: Duplicate licenses will be stamped or marked on the face with the word "DUPLICATE" and will be signed by the DTS qualifying official.**

## **HOW TO OBTAIN A U.S. GOV DRIVER'S LICENSE FOR TRANSPORTATION OF HAZARDOUS MATERIALS IN EUROPE**

1. Applicants must be in possession of a GOV license issued by the USAG BENELUX DTS. For procedure, see section 5 of this SOP.
2. Applicants will be required to attend a two-day orientation course called the Hazardous Cargo Class which will be held upon request and conducted by a country Government certified instructor.



3. Applicants must sign up for the class with the USAG BENELUX DTS. A list of applicants is maintained by the DTS and a class is open for every ten applicants.
4. To be eligible for this type of qualification, applicants must have one year left under this Command, show a driving record free of moving violations (in the last three years) and traffic accidents/incidents (in the last five years) and be selected by his Commander or supervisor.
5. Applicants will be briefed on general requirements governing the transport of hazardous cargo, and will be retested on international road signs and Belgian traffic laws. **A minimum passing score of 90%** will be required to be considered for such qualification. Furthermore, drivers with a hazardous materials permit will be retested every year on the same tests.
6. After successful completion of the above course, the OF 346 and the driving records will be updated to indicate Haz Mat qualification for three years.
7. Drivers will be issued a DD Form 1902, Certificate of Qualification for Transportation of Hazardous Materials in USAREUR, which will be kept along with the OF 346.

**Note:**

- (1) Haz Mat qualification will not be automatically transferred from an old OF 346 and/or previous driving records to the license.**
- (2) Personnel in service may attend the HAZ MAT 11 and/or 12 training offered at the Vielseck training area, in Germany. Coordination has to be made directly with the training center. After successful completion of the 40 hours training, applicants will provide DTS with a copy of their certificate. Both the license and the driving record will be updated accordingly.**
- (3) HN personnel may attend the “transport des produits dangereux par route – ADR) training, if funded by their respective units. This training will allow them to update their HN driver’s license with the ADR qualification, valid for 5 years.**